

SUPERVISING DOCKMASTER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under general supervision, performs supervising work in the operation of docks, piers, bulkheads, upland areas and structures thereon, marginal streets and areas, within the confines of one or more boroughs.

Examples of Typical Tasks

Is responsible for the proper performance and execution of the duties of the Dockmasters under his supervision.

Supervises the activities of Dockmasters in making investigations of and reports on special conditions, such as serving violations, securing summonses, representing the Department in certain court cases, investigating complaints, gathering, and reporting information on strikes, disturbances or other unusual conditions.

Assists the Chief Dockmaster in the performance of his duties and assumes the responsibilities of the office in his absence.

Aids in the administrative work of the Chief Dockmaster.

Performs related work as required.

Qualification Requirements

1. Three (3) years of experience in a responsible position in the docking of vessels, care of docks as a port surveyor, dockmaster, harbor master or pier superintendent, one (1) years of which shall have been in a supervisory capacity; or
2. A satisfactory equivalent.

SUPERVISING DOCKMASTER (NY HELPS PROGRAM) (continued)

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Supervising Dockmaster (81660)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.